Webpage Guidelines

Process for changes to the webpage

- On a quarterly basis, subcommittees will be asked to review the webpage and provide input on any additions or deletions to their topic section. This is an opportunity to ensure that the information being disseminated to the public is accurate and up to date.
- If changes are necessary, submissions will be forwarded to the webmaster on the IPSC communications committee.
- If the committee fails to submit changes within the requested timeframe, they will have to wait until the next quarterly review to update their section.
- More general changes (i.e. general overview, what's new section, meeting summaries) can be submitted at any time, but will be reviewed by the Executive Committee before being posted on the web.

What cannot be added to the webpage?
- Because the webpage is an EPA managed site, no links to private companies are allowed. As a general rule of thumb, information presented or published by private companies at a public conference or meeting can be posted on the web as long as it is not overtly commercial, and directly related to the committee's work.
- The information presented does not attack or disparage any individuals by name.

General guidelines about adding/providing a link to external web sites:
- The site provides information primarily about the environment.
- The site is not primarily a commercial site or a fund-raising site.
- The site is not concerned primarily with lobbying for a political agenda.

NOTE: Our Internet people have not yet finalized these guidelines, hence these are still in draft form with only minor changes anticipated.